

## **Pre-Inspection and Carry Forward Database Adjustments in the REAC Physical Inspection System**

Requests for database adjustments (DBAs) can be submitted either prior to or after a physical inspection has been conducted. (For more information on DBAs, see the guidelines at [http://www.hud.gov/offices/reac/products/pass/pass\\_guideandrule.cfm](http://www.hud.gov/offices/reac/products/pass/pass_guideandrule.cfm))

When REAC grants a request for DBA, REAC is “adjusting” the physical inspection database for the affected property. Properties may submit DBA requests asking REAC to review the inspection results for the following:

- (1) An item that has been or will be observed in a Uniform Physical Condition Standards (UPCS) inspection and is an inconsistency between local code and the UPCS inspection protocol (examples: blocked egress, security bars);
- (2) An item that has been or will be observed in a UPCS inspection that the PHA or owner does not own and is not responsible for maintaining (examples: a fence along a property line, a sidewalk or road owned by the local jurisdiction, tenant owned appliances);
- (3) Circumstances beyond the property’s control (example: a natural disaster such as hurricane); and
- (4) Modernization work in progress.

These DBA requests fall into three categories. They are:

- (1) DBA requests that are submitted after the current physical inspection is completed and the report released in the REAC Secure Systems;
- (2) DBA requests that are submitted prior to the release of the physical inspection report in the REAC Secure Systems and are only in effect for a single inspection; and
- (3) DBA adjustments that were granted pursuant to a prior DBA request for a previous physical inspection and which are to carry forward to future physical inspections.

The latter two types of DBAs requests are discussed below. For more information on the first type of DBA request, the most common type, see the guidelines at [http://www.hud.gov/offices/reac/products/pass/pass\\_guideandrule.cfm](http://www.hud.gov/offices/reac/products/pass/pass_guideandrule.cfm).

Typically, DBAs that are effective only for the upcoming inspection are for circumstances beyond the property’s control (e.g., hurricane damage) and for modernization work in progress. When REAC grants a DBA for an upcoming inspection, the inspection findings are compared with the DBA request after the physical inspection is uploaded in the REAC Secure Systems. Deficiency(ies) reported in the inspection that were approved in the DBA are removed, and any points deducted for those deficiency(ies) are restored before the physical inspection report is released.

DBAs that remain active over time are those granted for local code exceptions (examples: blocked egress, security bars) and ownership issues (examples: a fence along a property line, a sidewalk or road owned by the local jurisdiction, tenant owned appliances). They will remain active until such time as a determination is made that the reason for granting them has changed. This would occur if, for example, the local code that permitted blocked egress was changed to no longer permit it.

When REAC grants a request for a DBA that will remain active, REAC enters the property in REAC's "pre-database" list. The properties on the "pre-database" list are then flagged in the system so that when an inspection is received, the deficiency(ies) are removed and any points deducted for the deficiency restored.

It is important to note that even when points are restored for a deficiency that may not result in any change to the overall property inspection score. It is also important to note that a DBA does not change the inspection protocol which requires the inspector to record all observed deficiencies. Because the process of entering the adjustments in REAC's "pre-database" list is a manual process, there may be instances when the adjustment is not made before the inspection report is released. In these instances, REAC asks that the property send an email to **reac\_trdba@hud.gov** with the following information:

- 1) The name of the property;
- 2) The property ID number;
- 3) A description of the deficiency (examples: refrigerator, blocked egress, security bars); and
- 4) The inspection number of the inspection in which the initial DBA was made.

In order for REAC to make the adjustment in these instances after the inspection has been released, public housing and multifamily properties must send the email within 45 days from the date the inspection is released.

Every attempt is being made to improve this process. If you have any questions about this information, please contact us at **reac\_trdba@hud.gov**